

FACILITY USE REQUEST

****Fee Schedule:**

- Cleaning deposit* (required) \$75.00
- Multipurpose Building (no kitchen) \$50.00
- Multipurpose/Cafeteria (with kitchen) \$75.00
- Athletic Facility (25% at each even) \$_____
- Classroom/Buildings (with supervision) \$50.00
- \$8/hr. for school personnel to supervise (required) \$_____
- Audio-visual equipment \$25.00
- Setup (rate varies based on event) \$_____

PLEASE RETURN TO

Liberty Public Schools
 2727 East 201st Street South
 Mounds, Oklahoma 74047
 (918) 366-8496

**Deposit is returned if facility is cleaned following event.*

Amount of payment:	Estimated rental charge:	Estimated other fees:	Date of payment:
\$ _____	\$ _____	\$ _____	_____

Date facility needed (mm/dd/yyyy):	Day of the week (Mon., Tues., etc.):
_____	_____

Group:	Sponsor:
_____	_____

Brief description of how the facility will be used:

Use start time:	Use end time:
_____	_____

If you are requesting to use the facility on a regular weekly or monthly basis, please describe:

Facility being requested:

Cafeteria Multipurpose Building Other (please specify):

Alternate site in case of rain, etc.:	Estimate of attendance at activity:
_____	_____

Will your group need access to the building prior to the event in order to set up or decorate? Yes No

If so, when?

Admissions standards for the event: Ticket required Invitation only Open to the public

Do you anticipate guests with special needs/physical challenges? Yes No

If yes, please describe:

Will food be served? (special permission is required) Yes No

If yes, please describe:

Is special room set-up required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please describe your needs:	
Will outside equipment be delivered/picked up?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please describe:	
Is audio-visual equipment needed? (\$25 fee applies)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please describe:	

GENERAL CONDITIONS FOR FACILITY USE

1. User agrees that the property and facilities of _____ shall be used only for purposes that conform to, and in a manner consistent with, federal, state and local law and the policies and procedures of the institution and only for the purposes as described herein.
2. User agrees to abide by all fire, safety, traffic, parking and public safety requirements of the institution.
3. Smoking is not permitted in any facility.
4. The sale, consumption or possession of alcoholic beverages shall not be permitted on the premises at any time. Nor shall any person who is in a drunken or intoxicated condition, or who is under the influence of liquor, be permitted on the premises. The primary contact person above will be held responsible for the enforcement of this rule.
5. The use of profane language or gambling in any form is not permitted in any facility.
6. No use of equipment shall be granted unless an instructor or attendant, approved by the institution, is in charge of the rooms or equipment.
7. User agrees to be responsible for any damages to any facilities and/or property or injury to other persons caused by persons using the facility under this Agreement.
8. User agrees to indemnify, defend and hold harmless _____, its board, administrators, employees, agents and volunteers from any and all claims, suits, actions and liability arising or alleged to arise out of injuries or damages sustained by any person as a result of the use of the facility under this Agreement, not withstanding the negligence of the institution, its board, administration, employees, agents and volunteers.
9. User agrees to provide proof of comprehensive general liability insurance of not less than \$1,000,000 per occurrence, which names the institution as an additional insured. The institution reserves the right to cancel this Agreement if such proof of insurance is not provided at least two weeks prior to the scheduled use, and maintained throughout the use.
10. Failure to abide by the terms of this Agreement may result in the immediate termination of the agreement by the institution.
11. This Agreement may be modified only by the written agreement of the user and the institution.
12. Fees must be paid at the time reservations are confirmed. Payment is to be made by check payable to Liberty School District.
13. Cancellations are accepted up to one week prior to the facility use. A full refund will be made unless the institution has incurred costs in preparation for the use. Any refund would be reduced by those costs. No refund will be made for cancellation received less than one week prior to the use.
14. The institution reserves the right to cancel this reservation if, in its sole discretion, it has reason to believe that the facility use will conflict with the General Conditions above. The institution also reserves the right to change reservations to other rooms with the understanding that, if possible, comparable facilities will be provided.
15. Users of facilities will abide by the General Conditions.
16. Reservations will be accepted on a first come, first serve basis beginning July 1 of the current fiscal year (July 1 to June 30). (Reservations CANNOT BE made into the next fiscal year).
17. Fees may be waved at the discretion of the Superintendent.
18. School functions have priority over all other events.

Signature of Primary Contact Person

Phone number

Date

Printed name of Primary Contact Person

Superintendent's Approval

Date